A4 Multi-Purpose Rechargeable Scanner

User's Guide

Supported Memory Devices

- SD / SDHC / MMC / USB Flash Drive

System Requirements

- IBM compatible PC 586, Pentium or higher
- Windows XP, Vista or Windows 7
- At least 100 MB of free hard disk space (500 MB is recommended)
- At least 128 MB of system memory (512 MB of RAM is recommended)
- At least 1 GB of RAM for Windows Vista/7
- USB port 2.0 (compatible with USB 1.0)

What's in the box?

- 1 x A4 EzyScan
- 3.7V 1700mAH Li-ion Battery
- CD (Scan to PC Manager)
- Y shape USB Cable
- Dual USB AC Adapter
- Calibration Card
- Cleaning Swab
- 5'' x 7'' Scanning Pouch
- 2GB USB Flash Drive
- Travel Bag
- User Manual
- Warranty Card
- Product Registration Card

NOTE: Please retain packaging (including barcode and serial no label), manual and warranty card.

Contents

1. Introduction.....3

2. Overview.....

2.1 Front View.....

2.2 Rear View.....

3. Installation & Operation.....

3.1 Install the battery.....

3.2 Charge the battery .....

3.3 Insert a memory card or a USB flash drive.....

3.4 Turn on the scanner.....

3.5 Scan an original.....

3.6 Turn off the scanner.....

4. Connecting To A Computer.....

4.1 Connect the scanner to a computer.....

4.2 Disconnect the scanner from a computer.....

5. Scanning Documents To Your Computer.....

5.1 Starting the Scan To PC Manager.....

5.2 Uninstalling the Scan To PC Manager.....

6. Scanning Documents To IPAD...

7. Scanning Documents To Smart Phone.....

8. Scanning Documents To A Macintosh Computer.....

9. Maintenance.....

9.1 Calibrating the scanner.....

9.2 Cleaning the scanner glass.....

10.Troubleshooting.....

10.1 Frequently asked questions.....

10.2 The system LED light pattern.....

11.Specifications.....

1. Introduction

Congratulations on your purchase of a DigiFrame EzyScan. With this scanner, you can scan and store your photos & documents directly to your memory card or USB flash drive without connecting the scanner to a computer.

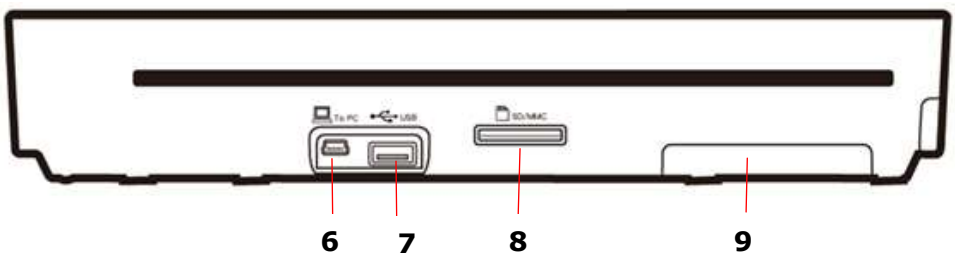
If you wish to store a document directly into your computer, just plug in a USB cable and/or use the supplied Scan to PC utility (Compatible with Windows 2000, XP, Vista & 7)

Before you operate the product, please take a few minutes to read through this manual. It provides instructions for you to install, operate and maintain the product.

2. Overview

2.1 Front view

2.2 Rear view



	Name	Function/ Description
1	**Power Button**	Press to turn on or off.
2	**Custom Button**	Press to start calibrating the scanner, eject paper in paper jam condition, or switch your file format between JPEG and PDF.
3	**Battery LED**	Indicates the charge status of the battery: High – GREEN (45%-100% power) Medium – ORANGE (25%-45% power) Low – RED (0%-25% power).
4	**System LED**	Indicates the system status and the type of predefined scan settings. Switch to the other type of scan settings by pressing the **Custom** button **(** **)**. Green LED: Indicate to scan using the predefined scan settings for document, PDF, Gray mode, 300 dpi. Orange LED: Indicate the ready status and also to scan using the predefined scan settings for photo, JPEG, Color mode, 300 dpi.
5	**Feeding Slot**	Insert an original to start scanning.
6	**Mini USB Connector**	Connect the scanner to a computer via a Y shape USB cable for data transmission and battery charge.
7	**USB Drive Port**	Insert a USB flash drive.
8	**Memory Card Slot**	Insert a memory card.
9	**Battery Slot**	Insert a battery.

3. Installation & Operation

Precautions

- Keep the product out of direct sunlight. Direct exposure to the sun or excessive heat may cause damage.
- Do not store/operate the product in humid or dusty conditions.
- Place the product securely on an even, flat surface. Tilted or uneven surfaces may cause mechanical or paper-feeding problems.
- Retain the product box and packing materials for shipping purposes.

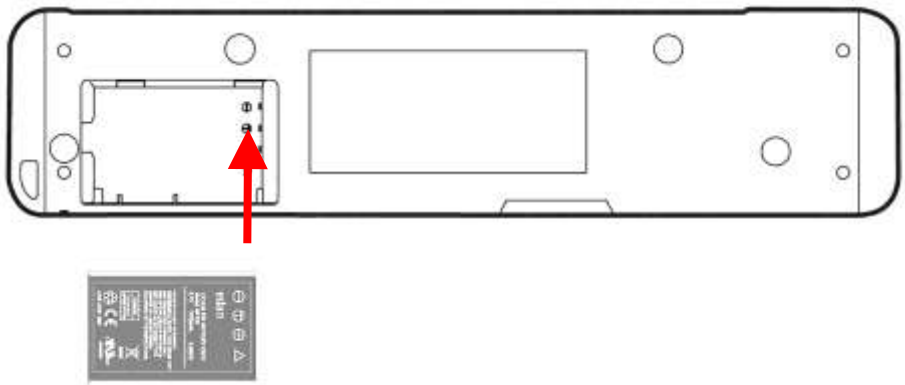
3.1 Install the battery

To install the battery into the scanner:

- Open the battery cover underneath the scanner.

- Remove the plastic tab to connect battery and replace cover.

- If you need to remove the battery take extra care that the copper contacts are not bent/damaged when replacing battery. (This type of damage is not covered under warranty)



Note:

The recommended battery is attached (3.7V 1700mAH)

3.2 Charge the battery

Important!

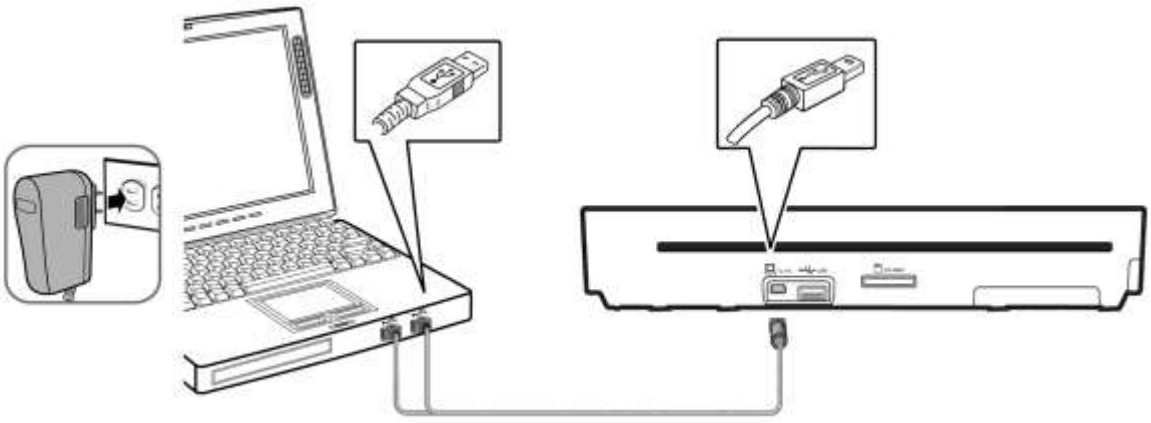
- The scanner can be charged either with the Y shape USB cable connected to your computer, or the dual USB AC adapter.
- Before using the scanner, please first charge the battery through the supplied Y shape USB cable. When charging the battery, be sure the scanner is turned off.

To charge the battery:

- Connect the mini end of the supplied Y shape USB cable to the mini USB connector on the scanner.

- Turn on your computer, and then connect the other two rectangle ends of the Y shape USB cable to two USB ports on your computer. Alternatively, you can use the supplied dual USB AC adapter instead of your computer.

- During the charging process, the battery LED light will be lit in red. When the battery capacity is full, the battery LED light is extinguished.

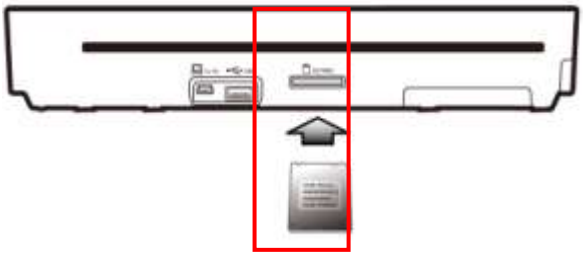


Note:

- For first-time use, please charge the battery for at least eight hours.
- One end of the supplied Y shape USB cable including two rectangle USB connectors. These two connectors (one labeled “Power Cable”, the other labeled “Data Cable”) are used to connect to your computer at the same time to increase the transferring speed. However, if only one USB port is available from your computer, please plug the connector labeled “Power Cable” to computer while charging the battery and plug the connector labeled “Data Cable” to your computer while downloading the images.
- If the battery is fully charged, an A4-size page can be scanned in colour 250 times.
- If you are using the battery to start a scan without connecting the Y shape USB cable to your computer, the scan function may not work if there is not enough battery power. At this moment, the scanner will be automatically turned off.

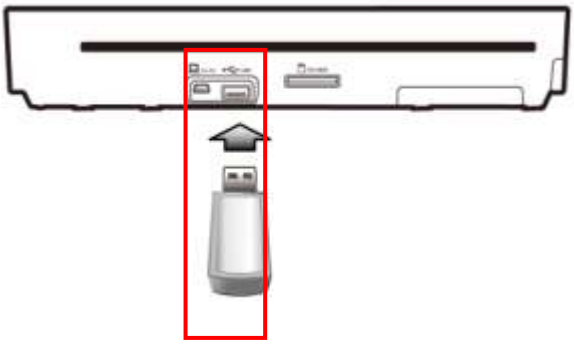
3.3 Insert a memory card or a USB flash drive

Insert a memory card (SD/SDHC/MMC card) into the memory card slot at the back of the scanner.



Or

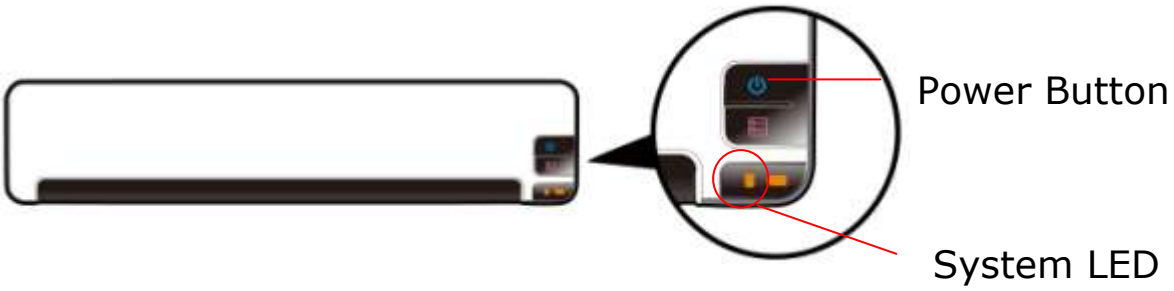
Insert a USB flash drive into the USB flash drive port at the back of the scanner.



3.4 Turn on the scanner

Press and hold the **Power** button (⏻) for 1~2 seconds.

The System LED will blink in red.



Wait until the System LED stops blinking and then is lit in orange. This indicates the scanner is in ready status.

The orange System LED also indicates that the scanner will use the predefined scan settings for photos to start a scan, which are JPEG file format, color mode, and resolution at 300 dpi.

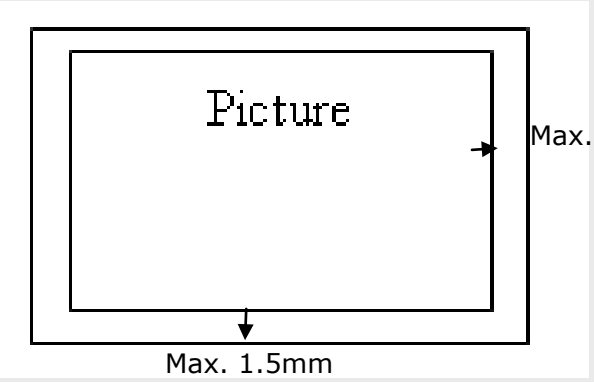
Press the **Custom** button (☰) for about 0.5 second to switch to the PDF predefined scan settings (System LED lit in green), which is PDF file format, gray image mode, and resolution at 300 dpi. The scan settings are recommended if your document contains pure text.

To change between PDF and JPEG Scan Settings, push the **Custom** Button. (Orange = JPEG & Green = PDF)

3.5 Scan an original

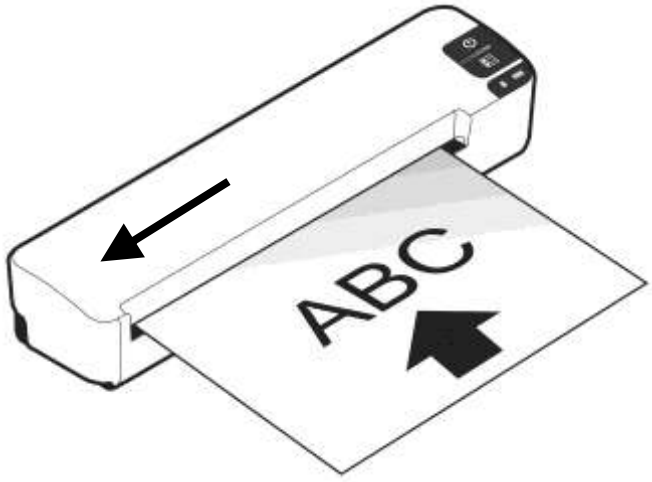
Important!

- Insert only one page or one photo at a time, and insert the next one only when the previous one is done. Otherwise, the scanner may malfunction.
- The paper detector is quite sensitive. Please do not push your photo, document or card into the feeding slot or the top of your image can be cut. Simply let go of the photo (document/card) when it begins to feed into the slot.
- The acceptable paper size is 2”x 2” ~ 8.5” x 16”.
- Do not use the following types of originals for scanning; otherwise the scanner may malfunction or cause the original to jam in the slot.
  - Originals thicker than 1.2 mm. Credit card is acceptable
  - Originals with either side shorter than 55mm
  - Originals with lots of black or dark colors
  - Originals with dark colors surrounding the edges
  - Transparences (filmstrips, celluloid, etc.)
  - Printed images (pictures on newspapers, magazines, etc.)
  - Soft and thin materials (thin paper, cloth, etc.)
  - Originals that exceed the acceptable size
- The scanner has a built-in cropping function that is capable of detecting and cropping the edges of an original. The max cropping size is 1.5mm per edge, as illustrated below:



- Insert your document **FACE UP** into the feeding slot.

- Align your document to the far **LEFT EDGE** of the feeding slot as indicated.



- The scanner starts scanning the original when the paper has been fed into the feeding slot.

- If the output file format is preset to JPEG, the scanner will automatically create a folder titled "**DCIM**" and its subfolder "**100PHOTO**" on your memory card or USB flash drive, which will hold the first 9999 scans. Then "**101PHOTO**" folder will be added for the next 9999 scans, and so on.

  If the output file format is preset to PDF, the scanner will automatically create a folder titled "**DCIM**" and its subfolder "**100DOC**" on your memory card or USB flash drive, which will hold the first 9999 scans. Then "**101DOC**" folder will be created for the next 9999 scans, and so on.

  (Each scanned image is given a file name with the prefix **IMG** followed by a 4-digit sequential number in the order the images are stored. For example, IMG_0001.jpg, IMG_0002.jpg / IMG_0001.pdf, IMG_0002.pdf, etc.)

Note:
- This scanner supports two types of file format, JPEG or PDF.

- If the memory card or USB flash drive is near full (lower than 1MB), the indicator light blinks (3 times per cycle). Use another card/USB flash drive or delete some files on it if necessary.
- Remove ALL foreign objects from the photo, such as blu tac, staples, paper clips, and paper sticky notes before feeding it into the scanner due to possible damage to the scanner.
- To preserve your battery's charge, your scanner will shut down after 1 minute of inactivity. Please 'Power on" again to continue scan. If your scanner is charging via USB cable, it will shut down after 10 minutes of inactivity.

3.6 Turn off the scanner

After all originals are scanned, press and hold the Power button for 2 seconds. Now you can remove the memory card or USB flash drive safely.

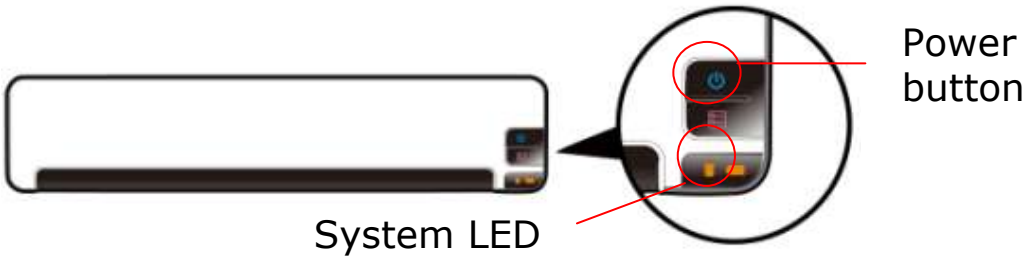
4. Connecting To A Computer (Card Reader Mode)

By connecting the scanner to a computer, you can use the scanner as a memory card or flash drive reader, so that you can freely view or copy files from the memory card or USB flash drive using the computer.

4.1 Connect the scanner to a computer

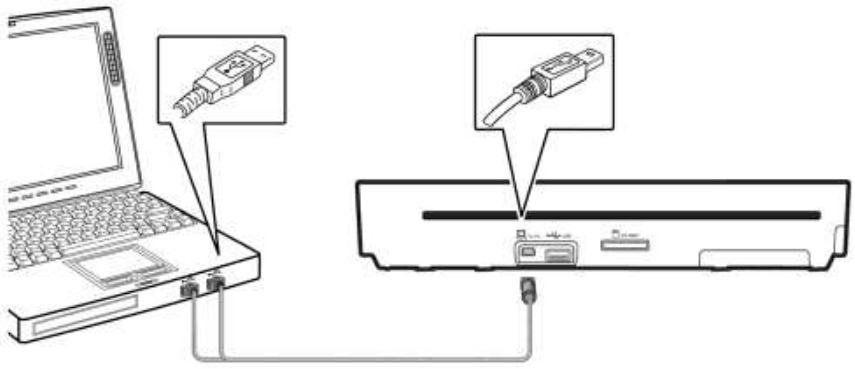
- Insert a memory card into the memory card slot or a USB flash drive into the USB flash drive port at the back of the scanner.

- Press and hold the **Power** button (⏻) for 1~2 seconds. The System LED will blink in red.



- Wait until the System LED stops blinking and is lit in orange which indicates the scanner is in ready status.

- Connect the mini end of the Y shape USB cable (included with scanner) to the Mini USB connector on the scanner.



- Turn on your computer, and then connect the other two rectangle ends of the USB cable to two USB ports on your computer.

- When the scanner connects successfully to a computer, a Removable Disk (F) (F represents the removable drive letter) will be shown in Windows Explorer. If a memory card or USB flash drive is inserted to the scanner, the Removable Disk may be replaced with the name of the memory card or USB flash drive.

- You can now view or edit the files on the memory card or USB flash drive using your own image editing software application.

Note:
When this scanner is connected to your computer, please note that removing the image files in the memory card or USB flash drive from your computer is not permitted. Instead, please plug the memory card directly to your card reader or the USB flash drive to your computer's USB port to remove these images files.

4.2 Disconnect the scanner from a computer

- On the Windows System Tray, click the hardware removal icon.

- Click the 'Safely remove USB mass storage device' message with the corresponding Drive.

- When the 'Safe to Remove Hardware' message appears, you can safely remove the scanner's USB cable.

5. Scanning Documents To Your Computer

With the Scan To PC Manager, you can easily scan photos & documents and save the scanned images directly to a connected computer. You can also choose the location where the scanned images will be saved.

5.1 Starting the Scan To PC Manager

- Insert the supplied 'Scan to PC' disc and install using your computers install system (e.g. Install wizard)

- Connect the scanner to your computer with a Y shape USB cable. If successfully installed, a Removable Disk (F) (F represents the removable drive letter) will be shown in the Windows Explorer. If a memory card is inserted to the scanner, the Removable Disk will be replaced with the name of the memory card.

- Double click the bundled ScanToPC.exe. Now, the Scan To PC Manager runs, and the icon stays on the system tray.

- Right click the icon in the system tray and select **Setting** to invoke the Scan To PC Utility screen, as shown below:

- To save the scanned images to your computer, select **Scan To PC** in the drop-down menu of Save Type.

  To save the scanned images to your memory card connected to the scanner, select **Memory Card** in the drop-down menu of Save Type.

Important:
Once you have installed the Scan To PC Manager and you wish to save your scanned images to a memory card, you still need to use Scan To PC Manager and select Memory Card in the drop-down menu of Save Type.

- Click the **Browse** button to save your scanned images to a specified location. (Default is C:\temp\)

- Click **Apply** to save the settings or **Cancel** to leave the setting screen without saving the changes. Note the Scan to PC Utility icon is still running in your system tray.

- Scan your document.

- After your scan, two folders titled **DCIM\100PHOTO** or **DCIM\100DOC** to save the scanned images is added to the default or specified location.

- Note each scanned image is given a file name with the prefix **IMG** followed by a 4-digit sequential number. For example, IMG_0001.jpg, IMG_0002.jpg.

- To exit the Scan To PC Manager, right-click the icon in the system tray and select Exit.

Note:

- If you have not inserted a memory card to the scanner, a Removable Disk drive will still be shown in Explorer window though you can not access anything from the drive.
- If you have inserted a memory card to the scanner, the name of memory card will be shown in Explorer window.
- In Windows 2000, XP, Vista or Windows 7, you can start Scan to PC Manager to scan and save images to your computer without installing a memory card to the scanner.

5.2 Uninstalling the Scan To PC Manager

- From the PC **Start** menu, select:
  All Programs >**Scan To PC**>**Uninstall Driver**
- Follow the uninstall wizard to uninstall the software.
- **Restart your PC** when prompted to do so.

6. Scanning Documents To iPad

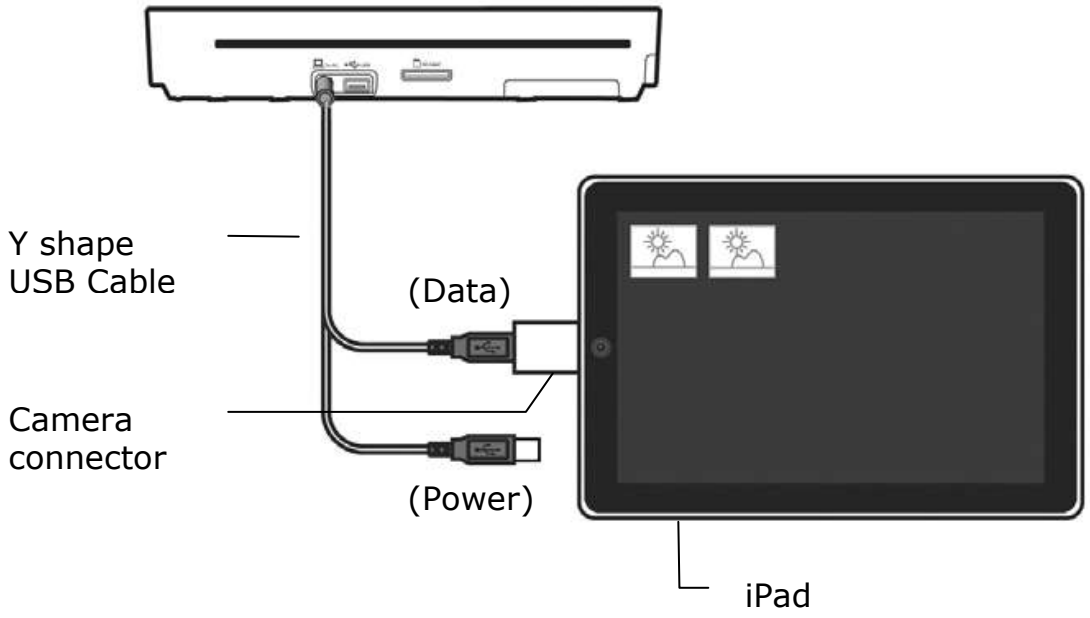
With this scanner, you can scan your photos & documents and import the scanned images to your iPad.

To scan photos to your iPad,

Important:
Since the scanner is a USB device, please first make sure you have an iPad camera connector which is included in the iPad Camera Connection Kit. The iPad camera connector offers a USB adapter that plugs into the dock connector.

- Insert a memory card or USB flash drive to your scanner.
- Press the Power button (⏻) to turn on the scanner.
- Plug the iPad camera connector into the dock connector port on your iPad.

- Connect the mini USB connector of the supplied Y shape USB cable to the mini USB port on the scanner and the "Data cable" end to the camera connector on your iPad.



- Turn on your iPad.
- Insert your documents to the feeding slot of the scanner.
- The thumbnail of the scanned images will be displayed in the Photo application of your iPad.
- Choose "Import" to import and organize the scanned images into the albums of your iPad.

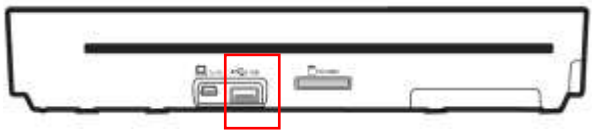
Tips:

- If the scanned images have not been displayed in your iPad, try to turn off and on your iPad to try again.
- This scanner also supports a variety of Android pads in the market. This means you can scan your documents directly to any pad that runs Google's operating system, Android. The operating steps are similar with "Scanning Documents To Smart Phone" section.

7. Scanning Documents To Smart Phone

With this scanner, you can scan your photos & documents into some Smart Phones.

- Remove the memory card from your scanner and turn on.
- Connect “Data cable” end of the Y shape USB cable to the USB Flash Drive port marked with a USB icon on your scanner and connect the other mini USB end to your Smart Phone.

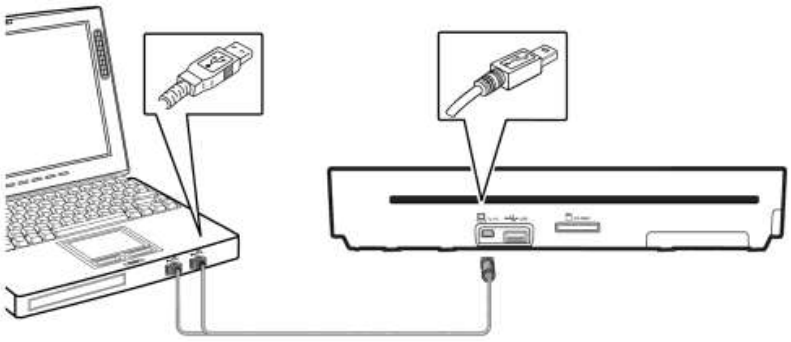


- On the screen of your Smart Phone, an enquiring of your connection type will be prompted.
- Choose “mass storage device” on your Smart Phone.
- Insert your documents to the feeding slot of the scanner. The scanner begins scanning. The scanned images are stored in the folder of “DCIM\100PHOTO” or “DCIM\100DOC” according to your file format.

Tips:
This scanner can also scan your photos & documents into some Android Pads(MID/Tablet PC). Just connect your Android Pad (MID/Tablet PC) to scanner’s USB Flash Drive port, and set the MID as a mass storage device, you can easy save the scanned images to your Android Pad(MID/Tablet PC).

8. Scanning Documents To A Macintosh Computer

- Insert a memory card or USB flash drive to the scanner.
- Press the Power button (⏻) to turn on your scanner.
- Connect the mini USB connector of the supplied Y shape USB cable to the mini USB port at the back of the scanner. Connect the other two ends to the USB ports on your Macintosh computer.



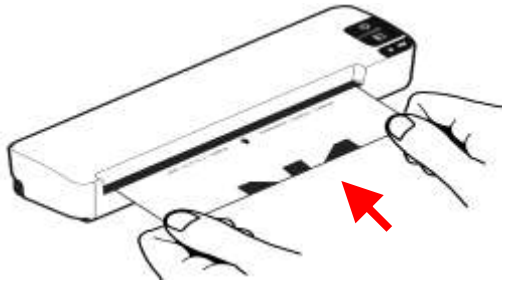
- Insert your documents to the feeding slot of the scanner. The scanner begins scanning and save the images to the memory card or USB flash drive.
- Choose the name of your memory card or USB flash drive on your desktop. The scanned images are stored in folder of DCIM\100PHOTO or DCIM\100DOC depending on your file format.
- You can now transfer any/all of your scanned images/documents to your Macintosh.

9. Maintenance

9.1 Calibrating the scanner

If the scanned image looks fuzzy or there are strange stripes on it, the scanner may need calibrating in order for the sensor to resume its original precision. To calibrate the scanner:

- Insert a memory card into the memory card slot or a USB flash drive into the USB flash drive port at the back of the scanner.
- Press and hold the **Power** button (⏻) for 1~2 seconds. The System LED will blink in red.
- Wait until the System LED stops blinking and is lit in orange/green which indicates the scanner is in ready status.
- Press the **Custom** button (☰) for more than 2 seconds, and then the System LED blinks.
- Insert the supplied calibration chart(black and white) to the feeding slot in 5 seconds, as shown below:



Note: Please hold only the bottom-right and bottom-left corner of the calibration chart with two hands as illustrated. Do not touch the other areas.

- When the Scanner 'grabs' the calibration chart, please let go of it.

Note:

- Keep the calibration chart clean. Any dirt may make the calibration chart invalid or impact the calibration result.

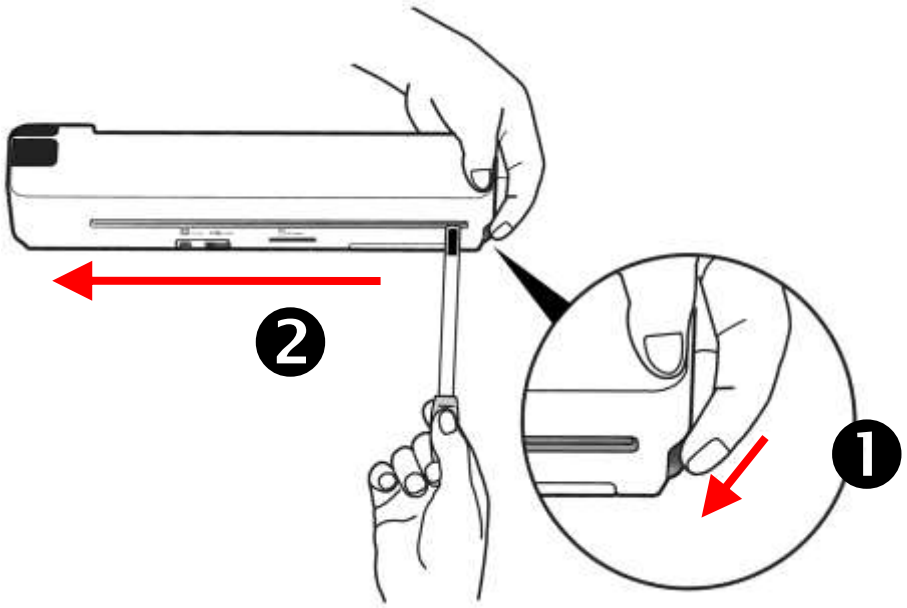
- After calibration, system LED lit to show scanner is ready for scanning. If calibration has failed, red LED will appear and flash 4 times per cycle.

9.2 Cleaning the scanner glass

The glass in the scanner should be cleaned periodically. If debris is present, the scanned image may have streaks or scratches.

To clean the scanner glass:

- Turn the scanner to its back side.
- Wet the supplied cleaning swab with some isopropyl alcohol (95%).
- Release the glass by pressing the button on the right side with your right hand. At the same time, use your left hand to insert the cleaning swab into the right end of the glass and then slide the cleaning swab to the left end as indicated.



- Remove the cleaning swab from the scanner.
- Repeat step 3 and step 4 for five or six times consecutively.
- Remove the supplied cleaning swab, store it in a safe place and protect it from dust.

10. Troubleshooting

10.1 Frequently asked questions

Question: There are strange lines on the scanned image, or the image is not clear.

Answer: Check the following:

Are there scratches on the original, or is the original clean? Remove any stains or dust from the original before scanning.

Has the scanner been used for a long period of time without cleaning and calibration? Follow the instructions for "Cleaning the Scanner" and "Calibrating the Scanner", and then try again.

Question: The original gets stuck halfway in the feeding slot.

Answer: Press the **Custom** button. The scanner will back out the original so you can remove the jammed original from the output slot.

Question: The System LED blinks rapidly and no scan is possible.

Answer: Check the following:

Is the memory card inserted properly into the memory card slot? Re-insert the card and try again.

Is the SD card locked (set to write-protect)? Unlock the card. (small switch on side of SD card)

Is the memory card full? The indicator blinks when the free space on the memory card is below 1MB. Use another card if necessary.

Make sure the memory cards are in FAT or FAT32 file formats only, not NTFS or any other file format.

Did you insert the next original before the scanning process of the previous one was completed? Power the

scanner off and back on and try again. Make sure that you scan the next original only after the scanning process of the previous one has completed.
Does the length of the original exceed the maximum acceptable size?

Question: The scanner feels warm to the touch.

Answer: It is normal for the scanner to emit a small amount of heat (around 30-45 Celsius) after prolonged use. However, if there are strange odors coming from the scanner or the scanner feels hot to the touch, disconnect the scanner immediately from the power supply or the computer.

10.2 The System LED light pattern

Light	Description
Steadily on	The scanner is ready for use.
Blinks continuously	▪ Initializing system and memory card/USB flash drive. Please wait until the initialization process is complete before using the scanner. ▪ Busy scanning and storing image files. Please wait until the process is complete before scanning another original. ▪ Sensor cleaning in progress. Please wait until the process is complete before performing any operations.
2 Blinks	Paper jam. Press the Custom button for about 0.5 seconds; the scanner will back out the original so you can remove it from the input slot.
3 Blinks	Memory card error. Remove the memory card to clear this error status.
4 Blinks	Calibration failed. Error indication only.
5 Blinks	Scan to PC failed. The PC may be busy or unavailable.
No light	The scanner is powered off.

11. Specifications

All specifications are subject to change without notice.

Specification		
Scanning Technology		CIS (Contact Image Sensor)
Acceptable paper size		2”x 2” ~ 8.5” x 16”
Output image formats		JPEG, PDF
Memory	Flash	512KB
	Internal	64MB (DDRI)
Resolution	Scanned image	300 dpi (dots per inch)
Color	Scan color depth	Color – 48 bit
	Output format	Color – 24 bit (JPEG)
Interfaces	Memory Cards	SD/SDHC/MMC/USB Flash Drive
	USB	Mini USB port compatible with the USB 2.0 / 1.1 device
USB Mass Storage Supported		Windows XP/Vista/7 Mac OS 10.5.x (memory device only)
Power	Input	100-240V
	Output	5V DC, 1.5A
Battery Durability		250 pages (A4, color)
Weight		700 g (approx)
Dimensions (WxDxH)		290 x 68 x 51 mm (11.4 x 2.7 x 2.0 in)
Paper Thickness (g/m² or lb)		34~127 g/m²(9 to 34 lb) up to 0.5mm
Recommended Operating Environment		15ºC ~ 35ºC (59°F~95°F); 20% RH ~ 70% RH